

ATTACHMENT 1

QUESTIONS & ANSWERS REGARDING SOLICITATION

Question #1: Do we insert 2% of CLIN #1 in the space provided for CLIN #2 in clause B.1 of the solicitation?

Answer: Yes

Question #2: Clause L-10, paragraph (B) (3) "Subcontracts" does not list any subcontracts that are currently being utilized. The identities of the current subcontractors were requested.

Answer: Clause L-10, paragraph (B) (4) "Other Direct Costs" identifies the types of services currently being subcontracted and paid for out of the Other Direct Cost pool. The identities of the specific subcontractor firms currently utilized by the incumbent will not be disclosed.

Question #3: Is there a limitation on the number of pages allowed for the technical proposals.

Answer: No

Question #4: If past performance information is submitted early as allowed by clause L.13, how should the bidder handle the early submission in the technical proposal?

Answer: If you can provide this information early, simply reference that submission in your technical proposal.

Question #5: Also in Section L-10, paragraph B (iii), you refer to Clause L-12. Should that be L-11?

Answer: Yes

Question #6: Who pays for repairs to Government Furnished Property (GFP)?

Answer: When the Project Officer approves repairs rather than disposal of GFP, the Government reimburses the cost of GFP repairs to the contractor through the Other Direct Costs.

Question #7: If GFP is disposed, who is responsible for replacement?

Answer: The contractor is responsible for providing the equipment to perform the performance work statement. If GFP is disposed and the equipment is necessary to perform the performance work statement, the contractor must provide it. For additional information, refer to clause L.10, (B)(1)(v).

Question #8: Is the contractor responsible for the designs for minor construction work?

Answer: The contractor is not responsible for designs.

Question #9: Is the EPA exempt from filing construction permits with New Jersey?

Answer: The EPA is exempt from filing for local permits, however, we follow local rules and the most stringent of EPA rules. We do not need to get a local inspection.

Question # 10: Will the EPA assign a ranking factor to the cost proposal?

Answer: No. Refer to clauses M.2 and M3 for specific evaluation information.

Question #11: Will the EPA provide the offerors a seniority list of the current employees to assist in developing the cost proposal?

Answer: The Government is not in possession of a seniority list for the current contractor employees. Refer to clause I.9, (e) for more information.

Question #12: Will there be a price adjustment when the list of current employees is actually given to the successful offeror?

Answer: No.

Question #13: Is the sales tax on materials reimbursable under the contract?

Answer: Refer to Clause H.9 for information regarding state and local taxes.

Question #14: What is the extent of the construction loan? If the building collapses or something happens, is it the responsibility of the contractor? To what extent is the contractor responsible for constructional damages?

Answer: The contractor's responsibilities are spelled out in the Performance Work Statement. Refer to Section III (A) (3) for more detailed information. Historically, the magnitude of a job that would require a "construction loan" is not performed under this contract. However, the

EPA cannot respond to the question of a need for a construction loan since we do not know the financial capabilities of individual contractors.

Question #15: To what extent does the contractor repair Government-owned vehicles?

Answer: Refer to in the Performance Work Statement under Section III.C .

Question #16: Some construction requires specialty labor that may have to be subcontracted. Is that part of the fixed price?

Answer: No. Specialized labor that is subcontracted for would come out of the ODC's.

Question #17: Has any testing and balancing been done on the systems?

Answer: Testing and balancing has been performed under separate contract and is not included in the scope of this contract.

Question #18: What is the process for a work order issued for construction? Does the contractor develop a proposal based on the plans delivered by the EPA?

Answer: The contractor is not required to develop a proposal.

Question #19: How is the offeror supposed to know how much labor to provide if no historical data about the type of work orders or the type of systems in the buildings is provided?

Answer: The breakdown of work orders issued for 1999 is listed in Attachment 2. The list of equipment/systems that require Preventive Maintenance is provided in Attachment 3.

Question #20: Can we assume that everybody is going to propose the same number of people that are in Section L now?

Answer: No.

Question #21: Is it possible that the EPA may request work that accumulates to about 8,000 hours of construction work in a particular year and 16,000 hours of work for the following year? If all the craftsmen are occupied, who pays for the additional labor that is required to do the work?

Answer: Clause L.10(A) Section I requires the offeror to submit a staffing plan. The successful offeror's staffing plan will be incorporated into the contract. The EPA will not issue

work orders that will exceed the contractor's staffing plan levels.

Question #22: What is the square footage of the buildings?

Answer: The square footage of the buildings and the current utilization of each buildings is listed in Attachment 4.

Question #23: Can you provide a list of attendees?

Answer: A list of attendees of the preproposal conference is included as Attachment 5.

Question #24: If the contractor performs construction, will Davis Bacon apply?

Answer: The Davis Bacon and related clauses are included in this amendment.

Question #25: Since the Quality Assurance Surveillance Plan contains a performance statement for timely completion of work orders, who will be responsible for prioritizing the work?

Answer: The EPA Project Officer will prioritize work orders in accordance with the needs of the Government. Completion dates will be adjusted to compensate for changes in priorities.

Question #26: Do all work orders go through the Project Officer?

Answer: All work orders are issued through the EPA Project Officer.

Question #27: Is it possible to provide us with the Preventive Maintenance history data and how many hours of Preventive Maintenance was done a yearly basis?

Answer: The EPA does not track Preventive Maintenance by hours. However, refer to attachment 1 for information on the list of Preventive Maintenance categories.

Question #28: Should the data required in L.11 be submitted a part of the cost proposal?

Answer: Yes.

Question #29: Who is responsible for the cost to repair mechanical or electrical systems that

are not functional at the inception of the contract?

Answer: The EPA is responsible for the costs to repair these systems, either through the ensuing contract or other contract vehicles.

Question #30: Are the current contract dollars identified in Clause M.3, years 1998 1999 and 2000 budget numbers?

Answer: The dollar amounts for the three years listed in Clause M.3 are contract ceilings, inclusive of all costs.

Question #31: Are these ceilings for a different type of contract?

Answer: The current contract is a Time and Material type in which the labor is at fixed rates. This solicitation has changed that portion of the contract to a fixed price. The Performance Work Statement is basically the same as the current Statement of Work and as evidenced by the contract ceilings, the work is stable from year to year.

Question #32: Are the Other Direct Costs part of the fixed price?

Answer: No. The ODC figures are given in Clause L.10(4) and are to be used by all offerors for proposal purposes. Refer to Clause B.1 for further information.

Question #33: Who tracks the ODC's? Is the contractor responsible for notifying the EPA when 85% of the ODC's have been expended?

Answer: The contractor is responsible for tracking the Other Direct Costs. Refer to Clause G.1(c)(2) for further information.

Question #34: Is the maintenance and support contractor responsible for the clean-up of hazardous waste (i.e., what responsibilities does the contractor have with respect to hazard waste spill response)?

Answer: The contractor does not handle hazardous waste as part of this contract. The only potentially hazardous waste is the waste oils from vehicles and HVAC equipment that are accumulated as part of daily operations and sent to a recycler.

Question #35: How many people presently work there? How many are support people and how many are EPA employees?

Answer: There are approximately 500 personnel onsite, half of which are EPA employees. The other people on site are contractor personnel working under various EPA national and regional contracts and personnel from other Government agencies.

Question #36: How old is the facility?

Answer: The facility dates back to 1917.

Question #37: What is the past history of repairs necessary to the facility? Volume and general classification of the repair?

Answer: Historically, we issue 800 - 1200 work orders per year ranging from minor repairs to system installations. Work orders reflect specific tasks related to the functions in the Performance Work Statement.

Question #38: Currently, how many ground crew are there? How many electrical crew? How many mechanical crew?

Answer: Refer to Clause L.10(B)(3) for current contract staffing levels.

Question #39: How many reports are generated by the facility and the average number of copies needed and average size of the report

Answer: Refer to Section D.7 of the Performance Work Statement. The contractor is not responsible for supplying duplicating services or supplies. The requirement is to maintain the inventory of Government purchased photocopying supplies, including paper and to have paper readily available at all copier stations.

Question #40: Does the contractor supply the copiers and printers? If so how many are currently on site?

Answer: The contractor does not supply copiers or printers as part of this contract. These items are supplied by the Government.

Question #41: Does the contractor supply the binding equipment?

Answer: No binding equipment is required as part of this contract.

Question #42: What is the volume of shipping and mail?

Answer: There are approximately 2 -3 U.S. Postal Service tubs of mail received daily and one or two bags of mail sent from the facility daily. The U.S. Postal Service delivers and picks up the mail to and from the facility. There are 16 mail stops within the buildings and 6 mail boxes for sorted mail that is picked up by non-EPA employees. Shipping of boxes from the facility is tasked through work orders and averages 10 boxes per week.

Question #43: Does the contractor provide secretarial and technical writing support?

Answer: No secretarial support or technical writing support is to be provided to the EPA under this contract.

Question #44: In order to reply to Clause L.10(A)Section I, a list of the incumbent employees with their seniority must be provided.

Answer: Refer to Question and Answer #11 above.

Question #45: Please clarify the "ceiling prices" in Clause M.5? Provide a breakdown on how much is (a) fixed price (b) approved overtime and (c) direct cost.

Answer: Refer to Questions and Answers #30 & #31 above. The current contract does not contain fixed prices or have "approved overtime" breakdowns. The Other Direct Costs figure provided by the EPA was \$400,000 for each of the three contract years and is included in each of the three contract ceiling prices.